



# 2012 UC—HASTINGS INTERNATIONAL INTERNSHIP STIPEND APPLICATION

**FINAL DEADLINE: 5 p.m. March 19, 2012** (*We accept applications and make awards on a rolling basis beginning January 17, 2012. It is to your advantage to apply early.*)

International summer internship stipends are designed to help defray travel and living expenses for Hastings students who are working for a summer or a semester on international issues with a non-governmental organization, international organization, or U.S. or foreign government agency in an unpaid position. Internship stipends may not be awarded to students working with private law firms, even if the position is unpaid. Internships that are obtained through study abroad programs are also not eligible.

Stipends will be awarded on the basis of need, commitment to the international field, and the extent to which the proposed internship will help to further the student's career goals. Preference will be given to students who are completing the International Concentration and who have substantial coursework in international law or prior international experience.

**The Career Office has information on a large number of internships that are eligible for funding through this program.** Ideally, a student should have secured the internship prior to applying for the stipend; the award of all stipends will be contingent on the student's obtaining the internship described in his/her application.

**A completed application must contain:**

- 1. the Basic Information Form attached to this memo;**
- 2. the Employer Confirmation Form attached to this memo, completed by the non-governmental organization, international organization, or government agency for which the applicant plans to intern or, alternatively, a letter or email from the organization/agency containing the same information;**
- 3. a current résumé;**
- 4. an original Hastings transcript;**
- 5. a 2-3 page summary of the proposed internship, including a description of the kind of work the student expects to be doing, an explanation of how the internship will further the student's career goals, and an explanation of the student's need for funding to support the internship;**
- 6. a proposed budget showing estimated expenses for travel, food, and lodging. It must disclose any additional funding on which the student intends to rely or for which the student has applied.**

If awarded a stipend, an applicant must, at the conclusion of the internship: (1) file a timely debriefing report with the Career Office and the International and Graduate Programs Office; and (2) be reasonably available to answer inquiries from prospective applicants and, if residing in the San Francisco Bay Area, to serve on a Hastings-sponsored panel describing international internship opportunities.

An applicant should be aware that receipt of a stipend is treated as income and may affect his/her financial aid award. Questions concerning financial aid should be directed to the Financial Aid Office. Other questions regarding the internships should be directed to the Director of International and Graduate Programs Meri Maffet or Acting Assistant Dean Chris Mammen. **Applications must be delivered to the International and Graduate Programs Office, Room 310 of 200 McAllister.**



**UC—Hastings International Internship Stipend Application  
Basic Information Form**

Applicant's name: \_\_\_\_\_

Applicant's address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Personal email address: \_\_\_\_\_

Expected date of graduation from Hastings: \_\_\_\_\_

Name and address of organization/ agency for which you will intern: \_\_\_\_\_

Name and title of supervisor: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email address: \_\_\_\_\_

List of international and comparative law courses taken (if applicable): \_\_\_\_\_

Approximate date you registered for the International Concentration: \_\_\_\_\_

Are you eligible for work study?      Yes              No

If so, have you applied for work study for the semester/summer of the internship?      Yes              No

Have you applied for an HPILF grant?      Yes              No

Amount of stipend sought: \_\_\_\_\_

Applicant certifies that all information in this application is complete and correct to the best of her/his knowledge. Applicant agrees that if (s)he is awarded a stipend, (s)he will, at the conclusion of the internship: (1) file a timely debriefing report with the Career Office and the International and Graduate Programs Office; and (2) be reasonably available to answer inquiries from prospective applicants and , if residing in the San Francisco Bay Area, to serve on a Hastings-sponsored panel describing international internship opportunities. Applicant understands that final decisions regarding award of stipends, including the amount of award, rest with the International Programs Committee.

Applicant's Signature: \_\_\_\_\_



## UC—Hastings International Internship Stipend Application Employer Confirmation Form

Your supervisor should fill out this form. Alternatively, you can attach a letter or email from your supervisor containing the information requested below.

Name of intern: \_\_\_\_\_

Name of organization/agency providing internship: \_\_\_\_\_

Address of organization / agency providing internship: \_\_\_\_\_

\_\_\_\_\_

Name and title of supervisor: \_\_\_\_\_

\_\_\_\_\_

Supervisor's telephone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Type of work intern will be doing: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Duration of internship: \_\_\_\_\_ Hours per week: \_\_\_\_\_

Will the intern be paid? \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_